

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Materials Selection Policy

POLICY NUMBER: 6010

6010 The Placentia Library District provides ideas, information, and resources to help our community discover, learn, and grow. The Placentia Library District's Materials Selection Policy supports the direction, goals, and objectives of the District as a whole. Placentia Library Districts' fundamental responsibility is to provide materials that satisfy the information needs and interests of the community it serves. The District believes in freedom of information for all. While some material may be controversial and/or offensive to some patrons, selections for the District will be made on the merits of the material in relation to the building of the collection and to serving the interests of our patrons.

The District selects materials in a variety of formats and languages that best serve the needs of the community. Selections are made by library staff to provide a broad and relevant collection, while being good stewards of the community's tax dollars. The greatest value is received by focusing on the most popular and wide-spread formats and by not duplicating the comprehensive collection efforts of college and research institutions. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of staff regarding the material's value to the Library's collection. It is the Library's intention that the collection addresses the needs and interests of its communities and, as much as possible, reflects the diversity of the District's service area.

The District is committed to providing a comprehensive collection that:

1. Meets the broad and diverse interests of the community and respects both the District's autonomy and specific community needs.
2. Serves as a center for voluntary inquiry and the dissemination of information and ideas.
3. Provides for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
4. Acknowledges the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

Ultimate responsibility for materials selected and read by minors rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials that may be unsuitable for minors may be accessible to minors, although the District does take this into consideration when placing materials in the Children's section and what materials may be checked out by minors. The District does not label materials to reflect any endorsement, appropriateness, personal beliefs or other characterizations. Materials are not sequestered except to protect them from damage or theft.

District materials include but are not limited to physical and digital books, magazines, newspapers, audiobooks, video, music, photographs, pamphlets, databases, and objects.

6010.1 Since the District operates on a fixed annual budget and a limited library materials fund, it must emphasize standard materials and services of first importance in the broad pattern of operation. First and foremost, it will address the needs of its patrons in the District service area. Its collection is designed to adapt to new and changing conditions and interests in the community.

6010.2 Collection development is the responsibility of the professional staff under the direction of the Library Director in accordance with the policies of the Board of Trustees.

6010.3 The criteria listed below are used as guidelines by the selection staff as appropriate:

- The overall purpose of the material is the chief criterion of selection.
- Timeliness or permanence of the material.
- Relation to existing collection.
- Authority, skill, competence, reputation, and significance of the author.
- Importance of the resource compared to other works in the field.
- Reputation and standards of the publisher.
- Readability and popular appeal.
- Quality of the writing.
- Recommendation of title in selection aids.
- Suitability and sustainability of format for library use.
- Physical condition of material.
- Cost and availability from vendors.
- Relevance to the community.
- Circulation of similar items.
- Accuracy of the material.
- Style, artistic or literary merit.
- Inclusion in professionally recognized bibliographies.
- Accessibility/Availability.
- Format.

- Appropriateness and effectiveness of the format to the content.

While the above criteria apply to all selection decisions, the evaluation of resources in specific formats or for identified subsets of the collections (special collections) may require the use of additional criteria.

The District considers gifts and recommendations but will evaluate them in accordance with the selection criteria.

6010.4 Deselecting Library Materials: Deselection decisions are guided by the criteria outlined in their individual selection plans, the Continues Review, Evaluation, and Weeding (“CREW”) Manual, or one or more of the following guidelines:

- General Deselection Criteria:
 - The District’s mission
 - Usage statistics and reports
 - Availability of more suitable material or superseded editions
 - Possible future usefulness of a particular item
 - Outdated, obsolete, or inaccurate information
 - An excessive number of books on any single subject
 - Duplicate copies
 - Accuracy
 - Physical condition
 - Inclusion in standardized lists
 - Preservation and storage costs
 - Availability elsewhere and/or in other formats, including on the internet or digitally
 - Space considerations

6010.5 Collection Overview

The emphasis in collection development for the District is on providing an active, frequently used collection of resources that support the District’s Mission and Goals.

6010.6 In accordance with the California Freedom to Read Act (AB-1825) and authorized by the California State Librarian, material selection and curation is centered on the following guiding principles:

- The collection meets the broad and diverse interest of the community and respects both the District’s autonomy and their specific community needs.
- The District serves a center for voluntary inquiry and the dissemination of information and ideas.
- District materials should be provided for the interest, information and enlightenment of all people, and should present diverse points of view in the collection as a whole.

- The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

6010.7 Additionally, selection reflects the professional principles of the intellectual freedom as expressed in the American Library Association's Library Bill of Rights and the Freedom to Read Intellectual Freedom Statement as follows:

- The Library Bill of Rights, developed by the American Library Association, affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
- Books and other District resources should be provided for the interest, information, and enlightenment of all people of the community the District serves.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library and have access to materials will not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

6010.8 Procedure for Request for Reconsideration of Library Materials.

Placentia Library District patrons have the right to express concerns about materials in, or excluded from the collection, and may request a formal re-evaluation of the item(s) in question. However, no material will be arbitrarily

removed or placed in the collection solely in response to differences in ideology or judgment. The Library Bill of Rights, the principles of intellectual freedom and the First Amendment to the Constitution of the United States support the District's commitment to responsible collection development.

When a patron wishes the District to discard or reclassify a book or item, they must complete the "Request for Reconsideration of Library Materials" form. The form is available at the Information Desk and on the District website. The Supervising Librarians will review the request, under the guidance of the Assistant Library Director. Request will then be forwarded the recommendation to the Library Director for a final decision.

A response to the "Request for Reconsideration of Library Materials" will be sent to the patron within thirty (30) days via email or mail. The Library Director will keep the Library Board of Trustees informed of each request for reconsideration, as well as the disposition.

The Library Director's action in response to the request is final.

6010.9 Interpretation of Policy

Questions concerning the scope of the Material Selection Policy may be discussed with the Library Director. If there are complaints or comments about the policy the matter will be discussed by the Library Board of Trustees at a regularly scheduled meeting.